

Candlewood Ridge – Carriage Wood Homeowners' Association

Board Meeting Summary

March 16, 2004

The following is a summary of the meeting minutes and is not yet approved by the board.

Board Members Present: Joe Pratt, Cathy Nelson, Elizabeth Pardo, John Utz, Nigel Starr, Jerry Woollett and Greg Carras.

Others Present: Shena Kelly - Administrator/Bookkeeper, Carmen Duppenhaler - Recording Secretary and 6 homeowners.

This monthly meeting was called to order at 7:03 p.m. at the Fairwood United Methodist Church.

The meeting began with a presentation by attorney Greg Cromwell. He represents over 55 Homeowner Associations in our area. Greg explained his approach to representing HOA's, especially in the area of rules and regulations in addition to our covenants. He stressed the importance of having a strong HOA for maintaining the quality of our neighborhood and the value of our homes. He reviewed various procedures for handling home maintenance issues. If the board plans to rewrite or amend our current rules and regulations, he recommended first submitting them to the homeowners for a review period. Then, after adoption, recording and publishing them to all the homeowners in our association stating that this supersedes all previous copies of rules, regulations and guidelines. He also encouraged reminders be placed in a newsletter such as the flyer about our guidelines and rules. Several questions were asked by board members on the best way to handle certain situations and he responded with possible solutions.

Homeowner Concerns:

- A homeowner from CW presented a brochure and inquired about building a fence in her backyard made of vinyl or a non-cedar material. She was told that as of now, per our guidelines, only cedar or preserved wood fencing was allowed. She was asked to complete and submit an ACC approval form with a proposal to be evaluated by the ACC committee.
- Another homeowner mentioned that a car had driven all through CW Park and tore up the grass. The neighbors that live around the park are going to put together a calling chain or block watch for contacting the police when things like this happen. A discussion followed.

Fire Department Report: Fire District 40 representative Jerry Johnson was present to give a report. He said they have 3 new firefighters currently in training. He asked that homeowners check the house numbers on their home to make sure they are visible from the street. He also recommended they be painted a good contrasting color to stand out such as; if your home is blue paint them white.

Police Report: Officer Sam Shirley was present to give a report. He talked about car thefts in our area being the highest crime. He recommended keeping valuables out of your car and not to leave your car running in the driveway to warm up in the morning. A discussion took place about crime in our parks. Everyone is encouraged to call 911 to report any problems and the police will handle them on a prioritized basis.

Old Business:

- During the ice storm a tree branch from the CR common area entrance fell causing damage to a

nearby home. It damaged the fence, roof and gutter and also broke a window. The homeowner had the roof and gutter repaired and has ordered a new window. A board member offered to repair the fence. Due to it being a common area tree, a discussion took place regarding reimbursement of the homeowner. A motion was made to pay for the damage not to exceed \$1000. The motion passed.

- Canber has cleaned out the Quest utility box at the 151st CW entrance. The graffiti on the fence surrounding it will soon be painted.
- A Fairwood Greens homeowner contacted the President about several trees at the NE corner of CR Park that are of concern. The landscaping at the corner of the park on 157th place has been cleaned up. According to King County, an arborist would need to be contacted regarding the removal of trees in a dedicated wetland area.
- A brief discussion took place about the record retention policy and it was suggested that a 6-year plan be adopted for keeping board-meeting records.

New Business: None to report.

Legal and Insurance Report: No report this month.

Common Areas Report: As discussed in old business.

The common area chairman is waiting on a proposal from Canber to repair the path in CR Park using wood chips. A discussion followed exploring other options.

Architectural Report: The ACC committee report was presented and discussed. They are currently working on 9 homeowner approval requests as follows:

1 shed in backyard, 1 fence, 1 mailbox stand replacement, 5 roofs and 1 paint.

A discussion took place regarding locking mailboxes due to the mail theft recently in our area. Anyone interested in replacing their mailbox with a locking mailbox system must first complete an ACC approval form and submit it to the HOA for approval and also contact the local post office prior to replacement. ACC approval forms can be found in the Fairwood Flyer and on the HOA website.

Complaints Negotiations Report: A discussion took place about the complaint procedure process and the current pending complaints were reviewed. The board discussed the option of changing to a new attorney to handle issues that are unresolved with homeowners that have not taken action to eliminate said problems after sending out two letters. The board will continue this discussion at next month's meeting.

Treasurer's Report: The February budget comparison was presented and briefly discussed. Typical expenses for the month of February and dues income are coming in. Photocopies of the Home and Yard Project Approval Guidelines were distributed as well as an updated Board of Directors Roster.

Committee Reports:

The Welcoming Committee - is continuing the process of revising the new homeowner letter of information. A meeting is planned to conclude this process so they can begin distributing packets to the new homeowners.

The Easter Eggstravaganza Committee - has collected lots of fun raffle prize items that have been donated by local Fairwood businesses. They continue to move forward with the planning process. The event is scheduled for the day before Easter, April 10 at Carriage Wood Park at 11:00 a.m. All CR/CW homeowners are welcome to attend!

The Candlewood Ridge Park Path Committee - is in need of volunteers to help with this project. Please call (425) 227-4227 if interested in helping.

Block Watch Committee - our neighborhood has a block watch program to discourage crime in our area. This effective program has neighbors working together to prevent crime by watching out for each other's homes and property, and by promptly reporting unusual incidents to the police. Volunteers for block watch captains are needed. Please contact the HOA if interested in participating in this committee at (425) 227-4227.

A motion was made to approve the February minutes. It was seconded and passed.

Special Topics: Web and Email address:

Email - crcwhoa@hotmail.com

Web - www.geocities.com/crcwhoa

A motion was made to adjourn the meeting at 9:57 p.m.

Next Board Meetings:

4/20/04 - 7:00 p.m. at the Fairwood United Methodist Church.

5/18/04 - 7:00 p.m. at the Fairwood United Methodist Church.

6/15/04 - 7:00 p.m. at the Fairwood United Methodist Church.

All Homeowners are welcome to attend. (425) 227-4227

Candlewood Ridge / Carriage Wood Announcements

To report an abandoned vehicle call: The King County Police Abandoned Vehicle Hotline number at (206) 205-0969.

Please do not dump yard debris in any of our park greenbelt or wetland areas. Thank you!

Volunteers are needed for the Candlewood Ridge path committee. Explore options for the best way to redo the path. Call (425) 227-4227 for more info.